

CONFIDENTIAL

RAB
Forms Mgmt

5 June 1970

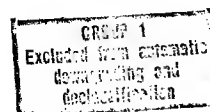
MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Progress Report on Payroll Forms for SIPS

1. This is for your information only.
2. As noted in our memorandum of 15 May 1970, we requested the subject forms on 8 May. Sixteen drafts were hand carried to Forms Management on 26 May and on 2 June we received another draft for a new form.
3. The Forms Management Section worked on the forms from May 27 to June 5 with the following results:
 - a. A question was raised here concerning the numerical codes used on the "Other States Withholding Exemption Certificate". Research by SIPS revealed an obsolete numeric code had been sent to us and they substituted the new code published by the Bureau of the Budget (1968) which is to be used for machine language between agencies. Additional discussions within SIPS resulted in the elimination of the proposed form due to the small percentage of agency employees residing outside of the D.C. Metropolitan area.
 - b. We raised questions concerning certain references to the marriage status indicated on the "D.C. Withholding Exemption Certificate" and the use of the Instructions on the back of the form having no relation to the front side. Further checking by SIPS resulted in the form, as designed by them, being declared illegal by General Counsel. This form has been withdrawn from the package for further study.
 - c. On 3 June, we were advised that an Employee Withholding Form, W-4-E (which excludes certain employees from having taxes deducted from salaries) was designed by SIPS and at this time will not be submitted to Forms Management for further design or review. The need for this new form was brought to the attention of [REDACTED] when he delivered the original package of drafts.

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- d. Ten other forms have been returned to SIPS for additional review, reconsideration, coordination and so forth while [REDACTED] is on leave during the week of 8-12 June.
- e. The five remaining forms have not been analyzed or designed as of this date. (See attached status list for details.)

4. We are not at all surprised by the corrections necessary to the proposed SIPS forms. This is normal, and consistent with our experience with all forms whether for manual or automated systems. Our problem lies not in the designing of the forms but in the correctness, legality, and most important the need for the form, or the information on the form.

5. In our original memorandum to you on the forms time frame for this project, we asked for a month in Forms Management. The above shows why we are so anxious to have time to analyze these forms in depth.

[REDACTED]
CIA Records Administration Officer

Attachment:
Status List

DDS/SSS/RAB [REDACTED] baf (5 Jun '70)

Distribution:

- Orig - Addressee
- 1 - RAB (Forms Mgt)
- 1 - HKK Copy
- 1 - Chrono

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CONFIDENTIAL**FORMS STATUS FOR SIPS PROJECT**

| <u>Title</u> | <u>Action</u> |
|---|--|
| 1. FEGLI and/or OPTIONAL FEGLI ELECTION | Final Draft returned to SIPS 3 June |
| 2. FEDERAL EXEMPTION WITHHOLDING CERTIFICATE | Final Draft returned to SIPS 3 June |
| 3. D.C. WITHHOLDING EXEMPTION CERTIFICATE | Wording on Form declared illegal by OGC Hold for further study by SIPS |
| 4. MD. WITHHOLDING EXEMPTION CERTIFICATE | Final Draft returned to SIPS 3 June |
| 5. VA. WITHHOLDING EXEMPTION CERTIFICATE | Final Draft returned to SIPS 3 June |
| 6. OTHER STATE WITHHOLDING EXEMPTION CERTIFICATE | Form canceled, small percentage of em- ployees living outside metropolitan area |
| 7. U.S. SAVINGS BONDS AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE | Final Draft returned to SIPS 3 June |
| 8. CREDIT UNION SAVINGS ALLOTMENT | Final Draft returned to SIPS 5 June |
| 9. AUTHORIZATION FOR PAYROLL DEDUCTIONS - INSURANCE | Final Draft returned to SIPS 5 June |
| 10. AUTHORIZATION FOR DISPOSITION OF PAYCHECKS | Final Draft returned to SIPS 5 June |
| 11. LEAVE ADJUSTMENT INPUT | Final Draft returned to SIPS 5 June |
| 12. PAY ADJUSTMENT INPUT FORM | No action taken |
| 13. TIME AND ATTENDANCE | Final Draft returned to SIPS 3 June |
| 14. TIME AND ATTENDANCE BATCH CONTROL | No action taken |
| 15. MASTER FILE INPUT | No action taken |
| 16. PAYROLL BATCH CONTROL CARD | No action taken |
| 17. INSTRUCTIONS FOR ISSUANCE OF W-2 | No action taken |

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